

**Technical Panel  
of the  
Nebraska Information Technology Commission**

Tuesday, June 7, 2005 - 9:00 a.m.  
Varner Hall - Board Room  
3835 Holdrege St., Lincoln, Nebraska

**AGENDA**

**Meeting Documents:**

Click the links in the agenda  
or [click here](#) for all documents (x.x MB - xx pages)

1. Roll Call and Meeting Notice
2. Public Comment
3. Approval of Minutes\* - [April 12, 2005](#)
4. Standards and Guidelines
  - Recommendation to the NITC\*
    - [Web Branding and Policy Consistency](#) | Comments Received (None)
    - [Security Statement - State of Nebraska Home Page](#) | [Comments Received](#) (1)
    - [E-mail Standard for State Government Agencies \(Revised\)](#) | Comments Received (None)
  - Set for Public Comment\*
    - [Geospatial Metadata Standard](#)
5. Project Reviews\*
  - State Records Board Grant
    - [Nebraska Public Documents Digitalization Project](#) (University of Nebraska-Lincoln Libraries)
6. Discussion: [Technical Panel Charter](#)
7. Regular Informational Items and Work Group Updates (as needed)
  - Accessibility of Information Technology Work Group
  - CAP
  - Security Work Group
  - Statewide Synchronous Video Network Work Group
8. Other Business
9. Next Meeting Date

Tuesday, July 12, 2005
10. Adjourn

\* Denotes Action Item

NITC and Technical Panel Websites: <http://www.nitc.state.ne.us/>

Meeting notice posted to the NITC Website: 3 MAY 2005

Meeting notice posted to the [Nebraska Public Meeting Calendar](#): 3 MAY 2005

Agenda posted to the NITC Website: 3 JUN 2005

## TECHNICAL PANEL

Nebraska Information Technology Commission  
Tuesday, April 12, 2004, 9:00 a.m.  
Varner Hall, 3835 Holdrege Street  
Lincoln, Nebraska

### PROPOSED MINUTES

#### MEMBERS PRESENT:

**Mike Beach**, Nebraska Educational Telecommunications Commission  
**Brenda Decker**, Chief Information Officer, State of Nebraska  
**Steve Henderson**, Department of Administrative Services, State of Nebraska  
**Walter Weir**, University of Nebraska

#### MEMBERS ABSENT:

Christy Horn, University of Nebraska, Compliance Officer  
Kirk Langer, Lincoln Public Schools

#### CALL TO ORDER, ROLL CALL, AND MEETING NOTICE

Mr. Weir called the meeting to order at 9:10 a.m. The meeting notice was posted to the Nebraska Public Meeting Calendar and the NITC web sites on March 11, 2005 and that the meeting agenda was posted to the NITC web site on April 8, 2005. Four members were present at the time of roll call.

#### PUBLIC COMMENT

There was no public comment.

#### APPROVAL OF MARCH MINUTES

**Mr. Henderson moved to approve the [March 8, 2005 minutes](#) as presented. Mr. Beach seconded. Roll call vote: Beach-Yes, Decker-Yes, Henderson-Yes, and Weir-Yes. Results: 4-Yes, 0-No. Motion was carried by unanimous vote.**

#### DISCUSSION: MURPHY MODEL

Thomas J. Murphy Consulting Inc.

Mr. Weir provided a brief history of the NITC Technical Panel and introduced members and guests. Mr. Murphy provided an overview of a [Decision Making Model](#) to analyze and insure effective planning and management of IT investments. For the tool to be useful, policy makers and the NITC Commissioners would need to be involved in establishing priorities and qualitative values. Mr. Weir stated that Mr. Murphy will be designing a tool for the University of Nebraska to evaluate the university's student information systems. He will update the panel once the university's model has been designed and implemented.

#### DISCUSSION: LB689

Mr. Rolfes reported that the membership was revised and the bill is on select file. The proposed membership includes:

- The chairperson and one other member of the Education Committee of the Legislature;
- The chairperson of the Transportation and Telecommunications Committee of the Legislature;
- The chairperson of the Appropriations Committee of the Legislature;
- One representative of educational service units;
- One representative of distance education consortia;
- One representative of the State Department of Education who has expertise in technology infrastructure;
- One representative of the Public Service Commission;
- Two representatives of the Nebraska Information Technology Commission;
- Two representatives of postsecondary education who have expertise in technology infrastructure, distance education, or dual-enrollment courses;
- One representative of the Governor;

- Two members who are either school district superintendents or public school principals; and
- One representative of the Nebraska Educational Telecommunications Commission who has expertise in technology infrastructure or distance education.

The appropriations bill was approved for \$10,000 to fund the work of the task force. Dr. Emal reported on a luncheon held with Senator Stuhr and Senator Raikes. Some of their concerns centered around the following: \$30 million funding amount; the cost to local school districts; the Universal Service Fund; the value of distance education and future costs; and the management of Network Nebraska and distant education. Legislators need a clear picture of what is being proposed.

#### **REGULAR INFORMATIONAL ITEMS & WORK GROUP DATES**

Due to time constraints, Mr. Weir asked if there were any questions regarding any of the work groups. There were none.

#### **OTHER BUSINESS**

Ms. Decker announced that an article written by Anne Byers published in TANGENTS describing the various policy issues related to public entities offering telecommunications services. The article has been picked up by Government Technology and other publications/websites.

#### **NEXT MEETING DATE AND ADJOURNMENT**

Lieutenant Governor Sheehy will be at the next meeting of the NITC Technical Panel, Tuesday, May 10<sup>th</sup> at Varner Hall in Lincoln. The June meeting will need to be rescheduled due to the NITC meeting held that same day. The panel will meet on June 7<sup>th</sup> at 9:00 a.m. Mr. Becker will notify the other members.

**Ms. Decker moved to adjourn the meeting, Mr. Weir seconded the motion. Roll call vote: Weir-Yes, Henderson-Yes, Decker-Yes, and Beach-Yes. Results: 4-Yes, 0-No. Motion was carried by unanimous vote.**

The meeting was adjourned at 10:35 a.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker, Office of the CIO/NITC.



# Nebraska Information Technology Commission

## STANDARDS AND GUIDELINES

### Branding and Policy Consistency

Category	<b>E-Government Architecture</b>
Title	<b>Branding and Policy Consistency</b>
Number	

Applicability	<input checked="" type="checkbox"/> <b>State Government Agencies</b> <input type="checkbox"/> All..... <b>Not Applicable</b> <input checked="" type="checkbox"/> Excluding Higher Education ..... <b>Standard</b> <input type="checkbox"/> <b>State Funded Entities</b> - All entities receiving state funding for matters covered by this document..... <b>Not Applicable</b> <input type="checkbox"/> <b>Other:</b> _____ <b>Not Applicable</b>  <b>Definitions:</b> <b>Standard</b> - Adherence is required. Certain exceptions and conditions may appear in this document. <b>Guideline</b> - Adherence is voluntary.
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Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other:_____
Dates	Date: April 14, 2005 Date Adopted by NITC: Other:

## 1.0 Standard

### 1.1 Header

- 1.11 The Brand Graphic shall appear in the upper left of every web page.
- 1.12 Any method of skipping links will come after the Brand Graphic.
- 1.13 The Brand Graphic must be saved on the individual web site.
- 1.14 The Brand Graphic will have an alt tag stating "Official Nebraska Government Website"
- 1.15 No changes may be made to the Brand Graphic without approval of the Nebraska Webmasters Working Group (see Section 5.3)
- 1.16 Use of HTML to stretch or condense the Brand Graphic on the web page is not permitted.

### 1.2 Footer

- 1.21 The bottom of each web page will contain a link to Nebraska.gov, the official State home page
- 1.22 The bottom of each web page will contain a link to the State privacy policy, or the agency's privacy policy.
- 1.23 The bottom of each web page will contain a link to the State security policy, or the agency's security policy.

## 2.0 Purpose and Objectives

### 2.1 Header

The purpose of the Brand Graphic is to make it clear that the web page being viewed is an official State of Nebraska web page with an image that cannot legally be used on non-State of Nebraska web pages.

### 2.2 Footer

The purpose of the footer requirements is to ensure that the public can easily view the privacy and security policies and that every web page has them available.

## 3.0 Definitions

### 3.1 Brand Graphic

The Brand Graphic is an twenty pixel tall image consisting of a filled outline of Nebraska with a star in the lower right hand area, with the words Official Nebraska Government Website, all on a colored background, with a drop shadow beneath.

### 3.2 Footer

The footer is a space at the bottom of a web page, generally of a smaller font than the rest of the page, where legal information and links are usually placed.

### 3.3 Web Page

A document stored on a server, consisting of an HTML file and any related files for scripts and graphics, viewable through a web browser on the World Wide Web. Files linked from a Web Page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not Web Pages, as they can be viewed without access to a web browser.

### **3.4 Web Site**

A set of interconnected Web Pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.

### **4.0 Applicability**

This standard shall apply to all state agencies, boards, and commissions.

### **5.0 Responsibility**

#### **5.1 Header Placement**

Each agency is responsible for ensuring the Brand Graphic is placed upon their web site, in compliance with the Standard. The Brand Graphic shall be placed upon the home page within 30 days, with all other pages within six months.

#### **5.2 Header Availability**

The Nebraska Webmasters Working Group shall maintain a portion of their web site to house a collection of Brand Graphics for use and add to it whenever a modified version is created. (<http://www.webmasters.ne.gov>)

#### **5.3 Header Changes**

Should an entity wish a color scheme for the Brand Graphic different than is available, that entity will contact the Chair of the Nebraska Webmasters Working Group. (Contact information available at <http://www.webmasters.ne.gov>) The Chair will put an authorized member in contact with the requester. The member will modify the Brand Graphic within certain parameters (see section 5.31). The Brand Graphic will then be placed on the Nebraska Webmasters Working Group web site for use.

##### **5.31 Allowable Changes to the Brand Graphic**

Allowable changes for the Brand Graphic are the color of the text, the color of the state, and the color of the background. The star will be available in several standard colors. The graphic will be available in 800 and 1280 pixel lengths. No changes may be made to the drop shadow; size or font of the text; position of the state; or the alt tag. Additionally, the colors for the Brand Graphic must be clearly visible/high contrast with clearly legible text.

#### **5.4 Footer Placement**

Each agency is responsible for ensuring the footer elements are placed upon their web site, in compliance with the Standard. The footer elements shall be placed upon the home page within 30 days, with all other pages within six months.

### **6.0 Exemptions and Extensions**

#### **6.1 Standard Exemption**

Any web page that cannot be accessed from outside of an agency web site is exempted.

## DRAFT

6.11 Example: A document specifically called up from a database, that cannot be found through a search engine.

### **6.2 Extension**

Any agency may petition for an extension of time in which to make all pages marked with the brand graphic.

6.21 Application for extension will be reviewed and ruled on by the State Government Council of the Nebraska Information Technology Commission.

### **6.3 Exemption, Partial**

An agency may petition for an exemption of some of its content. All main pages must still be marked with the brand graphic.

6.31 Exemptions will be considered on the basis of financial hardship.

6.32 Application for exemption will be reviewed by the State Government Council and ruled on by the Nebraska Information Technology Commission.

### **6.4 Exemption, Full**

An agency may petition for a full exemption of its content with the exception of the homepage.

6.41 Exemptions will be considered on the basis of financial hardship.

6.42 Application for exemption will be reviewed by the State Government Council and ruled on by the Nebraska Information Technology Commission.

## **7.0 Related Documents**

### **7.1 Brand Graphic Options**

<http://www.webmasters.ne.gov/branding.html>



# Nebraska Information Technology Commission

## STANDARDS AND GUIDELINES

### Security Statement - State of Nebraska Home Page

Category	<b>E-Government Architecture</b>
Title	<b>Security Statement - State of Nebraska Home Page</b>
Number	

Applicability	<input type="checkbox"/> <b>State Government Agencies</b> <input type="checkbox"/> All..... <b>Not Applicable</b> <input type="checkbox"/> Excluding ..... <b>Not Applicable</b> <input type="checkbox"/> <b>State Funded Entities</b> - All entities receiving state funding for matters covered by this document..... <b>Not Applicable</b> <input checked="" type="checkbox"/> <b>Other:</b> See §1.0 ..... <b>Standard</b>  <b>Definitions:</b> <b>Standard</b> - Adherence is required. <b>Guideline</b> - Adherence is voluntary.
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Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other:_____
Dates	Date: April 14, 2005 Date Adopted by NITC: Other:

Prepared by: State Government Council of the Nebraska Information Technology Commission  
 Authority: Neb. Rev. Stat. § 86-516(6)  
<http://www.nitc.state.ne.us/standards/>

## 1.0 Standard

The following security statement will be posted on a web page -- which may include other privacy and policy information -- linked directly from the State of Nebraska home page (<http://www.nebraska.gov>):

“The State of Nebraska is committed to ensuring the integrity and security of the information and systems it maintains. The State has taken steps designed to safeguard its telecommunications and computing infrastructure to prevent unauthorized access to internal systems and confidential information. If you have any knowledge of a security breach or potential security breach, please contact us at 402-471-4636 or [IHELP@notes.state.ne.us](mailto:IHELP@notes.state.ne.us).”



**"Frank J. Hannaford"**  
**<frank.hannaford@securitypos**  
**ture.com>**

05/19/2005 11:55 AM

To <rbecker@notes.state.ne.us>

cc

bcc

Subject Proposed Security Statement Listed in NITC News

Instead of saying "The State has taken steps designed to safeguard...", which seems weak / vague (what does 'taken steps' really mean?), I would suggest simplifying to "The State safeguards..."

Regards,  
Frank J. Hannaford  
Associate  
SecurityPosture, Inc.  
www.securityposture.com  
1209 Harney Street, Suite 150  
Omaha, NE 68102  
SP Office: (402) 505-9684  
Direct: (402) 453-4326  
Email: frank.hannaford@securityposture.com



# Nebraska Information Technology Commission

## STANDARDS AND GUIDELINES

### E-Mail Standard for State Government Agencies

Category	<b>Groupware Architecture</b>
Title	<b>E-Mail Standard for State Government Agencies</b>
Number	

Applicability	<input checked="" type="checkbox"/> <b>State Government Agencies</b> <input type="checkbox"/> All..... <b>Not Applicable</b> <input checked="" type="checkbox"/> <b>Excluding: Higher Education; and agencies receiving an exemption pursuant to § 4.2..... Standard</b> <input type="checkbox"/> <b>State Funded Entities - All entities receiving state funding for matters covered by this document..... Not Applicable</b> <input type="checkbox"/> <b>Other: _____ Not Applicable</b>  <b>Definitions:</b> <b>Standard</b> - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval described in § 4.2. <b>Guideline</b> - Adherence is voluntary.
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Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other:_____
Dates	Date: April 14, 2005 Date Adopted by NITC: Other: Revisions to version adopted on by the NITC on June 3, 2004

Prepared by: Technical Panel of the Nebraska Information Technology Commission  
Authority: Neb. Rev. Stat. § 86-516(6)  
<http://www.nitc.state.ne.us/standards/>

## 1.0 Standard

### 1.1 E-mail Standard for State Government Agencies

The state will standardize on a unified e-mail system which provides agencies with the option of choosing a business-class e-mail product or a low-cost, basic e-mail product. These products are:

Unified E-mail System	Product
Business-Class E-mail	Lotus Notes
Basic E-mail	State of Nebraska Basic E-mail Service

### 1.2 E-mail Infrastructure

The e-mail infrastructure needs to provide for secure transmission of e-mail within state government and provide for a unified e-mail directory.

## 2.0 Purpose and Objectives

In 1997, the Information Resources Cabinet -- the predecessor of the Nebraska Information Technology Commission ("NITC") -- adopted the first electronic mail standard for Nebraska state government agencies. Section 1 of the standard states as follows:

"The state will standardize on four e-mail products from which agencies must select in order to take advantage of universal message switching and a central e-mail address directory. These products are:

- Internet Mail Products based on SMTP/MIME and IMAP4
- Lotus Notes/cc:Mail
- Microsoft Exchange
- OfficeVision (OV/VM and OV/400)"

That standard has remained unchanged since its adoption. Both the NITC and the State Government Council determined that this standard should be reviewed and recommendations made for possible revisions. A work group was formed to perform this review.

The work group, based on guidance from the State Government Council, established the following goals for this revised e-mail standard:

1. Provide for secure e-mail communications within state government.
2. Provide for regular, server-based backup of all state government e-mail, and assure that business recovery is possible.
3. Allow for gateway-based blocking of viruses and Spam.
4. Provide a unified e-mail directory for all state employees that provides information about the security of sending intra-agency e-mail communications.

5. Revise the standard to only include vendor-supported software.
6. Provide a low cost e-mail alternative.

This standard was developed to meet these goals.

### **3.0 Definitions**

#### **3.1 Basic E-mail**

“Basic E-mail” means a simple, low-cost, e-mail communication service. Features of Basic E-mail include: personal address book; personal calendar; spell check; the ability to create folders; the ability to send and receive attachments; secure transmission of mail within the Unified E-mail System; and access available through a Web browser.

#### **3.2 Business-Class E-mail**

“Business-Class E-mail” means a full-featured groupware application that includes e-mail communications functionality. In addition to the features available to Basic E-mail users, Business-Class E-mail includes the following features: shared calendars; group scheduling; workflow application integration; and database integration.

#### **3.3 Unified E-mail System**

“Unified E-mail System” means the e-mail system for Nebraska state government agencies established by this document, including Business-Class E-mail and Basic E-mail. The implementation of the system will provide for secure transmission of e-mail between all users in the system; regular backup of e-mail; gateway-based blocking of viruses and Spam; and provide a unified e-mail directory.

### **4.0 Applicability**

#### **4.1 State Government Agencies**

This standard applies to all state government agencies, except Higher Education and those agencies receiving an exemption under Section 4.2.

#### **4.2 Exemption**

Exemptions may be granted by the Technical Panel of the NITC upon request by an agency.

##### **4.2.1 Exemption Process**

Any agency may request an exemption from this standard by submitting a “Request for Exemption” to the Technical Panel of the NITC. Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the NITC via e-mail or letter (Office of the NITC, 521 S 14th Street, Suite 301, Lincoln, NE 68508). The Technical Panel will consider the request and grant or deny the exemption. A denial of an exemption by the Technical Panel may be appealed to the NITC.

### **5.0 Responsibility**

### **5.1 IMServices**

IMServices will incorporate the needed hardware and software into their infrastructure to provide the following:

- Basic E-mail (support for Web mail via browser only, see Other)
- Directory for e-mail accounts
- Business/disaster recovery

### **5.2 Other**

Agencies/entities utilizing an application, other than a supported Web browser, to access Basic E-mail accounts are responsible for installation and support of the application.



# Nebraska Information Technology Commission

## STANDARDS AND GUIDELINES

### Geospatial Metadata Standard

Category	<b>Data and Information Architecture</b>
Title	<b>Geospatial Metadata Standard</b>
Number	<b>XX-XXX</b>

Applicability	<input checked="" type="checkbox"/> <b>State Government Agencies</b> <input checked="" type="checkbox"/> All..... <b>Standard</b> <input type="checkbox"/> Excluding ..... <b>Not Applicable</b>
	<input checked="" type="checkbox"/> <b>State Funded Entities</b> - All entities receiving state funding for matters covered by this document..... <b>Standard</b> <input checked="" type="checkbox"/> <b>Other: Public Entities</b> - Other public entities developing or acquiring geospatial data not supported by state funding ..... <b>Guideline</b>
<b>Definitions:</b> <b>Standard</b> - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of <u>NITC Technical Panel</u> . <b>Guideline</b> - Adherence is voluntary.	

Status	<input type="checkbox"/> Adopted <input checked="" type="checkbox"/> Draft <input type="checkbox"/> Other: _____
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Dates	Date: 5-9-05 Draft Date Adopted by NITC: Other:
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## 1.0 Standard

All state agencies and entities that receive state funding used, directly or indirectly, for geospatial data development or maintenance should ensure that geospatial data it collects, produces, maintains, or purchases and which is used for policy development, implementation, or compliance review is documented with metadata compliant with the latest version of the Federal Geographic Data Committee (FGDC) Content Standards for Digital Geospatial Metadata.

### 1.1 Steps/Timeline for Implementation

- a. State agencies and other applicable state funded entities shall institute procedures for complying with standard for new geospatial data development or acquisition upon adoption of standard by the NITC.
- b. State agencies shall complete initial listing of existing, applicable geospatial data holdings within three months of the adoption of standard by NITC.
- c. State agencies shall complete meta-lite documentation of existing, applicable geospatial data holdings within six months of the adoption of standard by NITC.
- d. State agencies shall complete FGDC-compliant documentation of existing and applicable geospatial data holdings within 12 months of the adoption of standard by NITC.

## 2.0 Purpose and Objectives

The purposes of this standard is to preserve the public's investment in geospatial data, to save public resources by avoiding unnecessary duplication of expensive geospatial data acquisition, to minimize errors through inappropriate application of geospatial data, and to facilitate harmonious trans-agency public policy decision-making and implementation through the use of shared geospatial data.

### 2.1 Background

Broadly defined, geospatial data is any data that includes locational or positional information about features in the dataset. Geospatial data provides the data foundation for applications of Geographic Information System (GIS) technology.

The development and maintenance of geospatial data is usually the most expensive component in the implementation of GIS technology. In most cases, this high initial investment is justifiable because of the powerful capabilities of the technology and the fact that, if appropriately maintained, the data will be useful for a very long period, and in many cases, for a wide range of applications.

Most geospatial datasets include numerous variables and assumptions. Knowledge and understanding of the implications of these variables is a key to the appropriate utilization of that data. Without appropriate documentation, this specialized knowledge usually resides only in the memory of the GIS specialist(s) who developed the original data. Because of the power of the technology, GIS analysis is increasingly being used to develop and implement a wide range of public policy. In many cases, these public policy applications endure long past the availability of the GIS-specialist(s) who developed one or more of the original geospatial datasets upon which the public policy and its subsequent implementation are based. Without appropriate documentation of a geospatial dataset

assumptions and variables, it may be difficult for an agency to determine the appropriate use of a dataset after the GIS specialist who originally created the data is no longer available. Without this documentation, it may also be difficult to appropriately maintain the dataset and therefore maintain the value of the original public investment in the data. In the case of a legal challenge to a public policy or its implementation, for which geospatial data application is integral, it may be difficult to defend that application if the original data developer is no longer available and the dataset was not appropriately documented.

Due to the relatively high costs of developing and maintaining many geospatial datasets, it is important that public investments in this data are undertaken in a manner to maximize the long-term return on these public investments. Appropriately documenting a dataset is one way to ensure a dataset's long-term usability. It is also a key to enabling the use of that dataset for multiple applications by multiple users. Without documentation, it is difficult for other users within the same agency, in other state agencies, or other public entities at various levels of government to be confident they are appropriately utilizing a geospatial dataset.

One of the great strengths of GIS technology is the ability to integrate and analyze disparate data based on its common or adjacent location. GIS has evolved to be a mainstream technology, used for a very wide range of applications, highly integrated with other information technology, and employed by users with a wide range of technical expertise and knowledge. As GIS has evolved, users now routinely access geospatial data, via the Internet, from multiple sources and integrate that data with other geospatial data and make public policy decisions based on analysis of the interaction of those datasets. Only when a geospatial dataset is adequately documented is it prudent to incorporate that data into a GIS analysis.

To address this wide range of concerns and needs for geospatial data documentation, the Federal Geographic Data Committee (FGDC) has worked with a wide spectrum of geospatial data users to develop a national standard for documenting geospatial data. This standard is known as the Content Standard for Digital Geospatial Metadata (CSDGM). This standard has gone through a couple revisions and will be reviewed and updated as necessary.

## **2.2 Objectives**

This standard requiring the documentation of geospatial data with standardized metadata has the following objectives:

- 2.2.1. Preserve public investment in data collection/development beyond the tenure or availability of the original data developer.
- 2.2.2. Preserve the background geospatial information used to justify and make public policy decisions and preserve the information needed to guide appropriate implementation of those decisions beyond the tenure of a particular data developer.
- 2.2.3. Save public resources by facilitating the sharing of expensive geospatial data among public agencies or sub-divisions of agencies and avoid the costly duplication of developing similar geospatial datasets.
- 2.2.4. Minimize problems and potential liability the might be caused by the inappropriate use of undocumented geospatial data.

- 2.2.5. Facilitate harmonious, trans-agency public policy decision-making and implementation by enabling multiple agencies and levels of government to access and appropriately use common geospatial datasets and thereby make it more likely that intersecting public policy decisions, across levels of government, will be based on the same information.

## **3.0 Definitions**

### **3.1 Geospatial Data**

A term used to describe a class of data that has a geographic or spatial nature. The data will usually include locational information (latitude/longitude or other mapping coordinates) for at least some of the features within the database/dataset.

### **3.2 Metadata**

Data describing a GIS database or data set including, but not limited to, a description of a data transfer mediums, format, and contents, source lineage data, and any other applicable data processing algorithms or procedures.

### **3.3 Metadata-lite**

A subset of the full FGDC-compliant metadata (data title, data subject matter, map projection, geographic extent, data owner and access information, etc.) used primarily for the purposes of cataloging and enabling the use of automated search tools to find and access available geospatial data. Does not fully document the dataset's variables, assumptions or development process that is commonly needed to guide appropriate use. An online metadata-lite development tool is available through the Nebraska Department of Natural Resources website.

### **3.4 Content Standard for Digital Geospatial Metadata**

A comprehensive national metadata standard developed and adopted by the Federal Geographic Data Committee (FGDC) under the authority of Executive Order 12906, "Coordinating Geographic Data Acquisition and Access: The National Spatial Data Infrastructure," which was signed on April 11, 1994, by President William Clinton. Section 3, Development of a National Geospatial Data Clearinghouse, paragraph (b) states: "Standardized Documentation of Data, ... each agency shall document all new geospatial data it collects or produces, either directly or indirectly, using the standard under development by the FGDC, and make that standardized documentation electronically accessible to the Clearinghouse network." This standard is the data documentation standard referenced in the executive order. Since its initial development, this metadata content standard has undergone revision as deemed necessary by the FGDC, and will like undergo further revisions in the future.

## **4.0 Applicability**

### **4.1 State Government Agencies**

All State agencies are required to comply with this standard.

### **4.2 State Funded Entities**

Entities that are not State agencies but receive State funding, directly or indirectly, for geospatial data development (i.e. Legislative appropriations, Enhanced Wireless 911 Fund, Infrastructure Fund, etc.) are required to comply with this standard.

## **4.2 Exemption**

Exemptions may be granted by the Nebraska Geographic Information System Steering Committee (*or NITC Technical Panel*) upon request by an agency.

### **4.2.1 Exemption Process**

Any agency may request an exemption from this standard by submitting a "Request for Exemption" to the Nebraska Geographic Information System Steering Committee (*or NITC Technical Panel*). Requests should state the reason for the exemption.

Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the CIO via e-mail or letter (Office of the CIO, 521 S 14th Street, Suite 301, Lincoln, NE 68508). The GIS Steering Committee (*or Technical Panel*) will consider the request and grant or deny the exemption. A denial of an exemption by the GIS Steering Committee (*or Technical Panel*) may be appealed to the NITC.

## **5.0 Responsibility**

### **5.1 NITC**

The NITC shall be responsible for adopting minimum technical standards, guidelines, and architectures upon recommendation by the technical panel. (N.R.S. 86-516 §6)

### **5.2 State Agencies**

Each state agency will be responsible for ensuring that geospatial data developed, maintained, or purchased and which is used for policy development, implementation, or compliance review will be documented consistent with this standard.

### **5.3. Granting Agencies and Entities**

State granting or fund disbursement entities or agencies will be responsible for ensuring geospatial metadata documentation requirements are included in requirements and regulations related to fund disbursements.

## **6.0 Related Documents**

### **6.1 Content Standards for Digital Geospatial Metadata**

[http://fgdc.er.usgs.gov/metadata/meta\\_stand.html](http://fgdc.er.usgs.gov/metadata/meta_stand.html)

May 17, 2005

State Records Board  
Suite 2300, State Capitol  
PO Box 94608  
Lincoln, NE 68509-4608

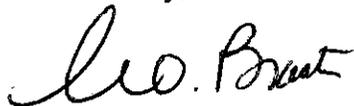
Dear Madame or Sir,

On behalf of the Katherine L. Walter, the Board of Regents of the University of Nebraska is pleased to submit a proposal to your agency for the Nebraska Public Documents Digitalization Project.

The proposal has been administratively approved on behalf of the Board of Regents by the appropriate University officials as evidenced by my signature on this letter of transmittal.

Questions regarding the technical aspects of this project should be directed to Ms. Walter at 402/472-3939. Administrative or fiscal questions should be directed to me at 402/472-3780. We look forward to the response from the State Records Board.

Sincerely,



Norman O. Braaten  
Director, Pre-Award Development and  
Authorized Official

Enc.

cc: Ms. Walter

**Title: Nebraska Public Documents Digitalization Project**  
**Applicant: University of Nebraska-Lincoln Libraries**  
**Date: 13 May 2005**

**Granting Agency: Nebraska State Records Board**

## **I. Grant summary:**

1. **Name of agency:** University of Nebraska-Lincoln Libraries
2. **Brief description of project:** The University of Nebraska-Lincoln Libraries requests funds to complete digitization of *Nebraska Public Documents* from 1891-1956. This set includes agency annual reports and other documents critical to the information needs of the citizenry. The *Nebraska Public Documents* are not widely available, not indexed, and in fragile condition.
3. **Grant request amount:** \$23,000
4. **Will there be a fee for accessing records associated with this project:** No.
5. **If yes, provide statutory reference or authorization:** Not applicable.

## **II. Grant detail:**

1. **Please describe the project in detail.**

*Nebraska Public Documents*, a publication comparable to the federal U.S. *Serial Set* but for the State of Nebraska, is a publication that is not widely available, often in fragile condition, and not indexed. Despite its historical nature, it is a publication used for research on various topics of interest to the citizenry.

In the mid-1990s, the New York Public Library received funds from the National Endowment for the Humanities to microfilm 1891-1956 as part of a larger project to preserve documents of various states. The material is still not indexed, and the reels cannot be borrowed. Recently, the Nebraska Library Commission, the University of Nebraska at Omaha, the University of Nebraska-Lincoln, and the Nebraska State Historical Society met to discuss problems in providing access to the *Nebraska Public Documents*. None of our institutions has a complete set, and none of the institutions is able to provide meaningful reference services associated with the materials because of the lack of indexing.

Based on this situation, the Nebraska Library Commission has granted the Nebraska State Historical Society \$10,000 to purchase copies of the 116 reels of microfilm from the New York Public Library, and granted the University of Nebraska-Lincoln Libraries \$23,000 towards half of the digitization efforts, which are estimated to cost \$56,000, based on an average price of \$0.40 per image for 116,000 images. Upon digitization of the microfilm, UNL will produce a free searchable, public interface for the digitized images, will host the digitized content on a server in the University Libraries, and commits to backing up and migrating data on a regular basis.

This grant proposal will match the Nebraska Library Commission's commitment to UNL, thus allowing UNL to complete the digitization of the microfilm.

**2. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**

Digitization of the *Nebraska Public Documents* will benefit the citizenry of the state, corporations, governments, and other entities. Access will be available to anyone around the world with access to the Internet. Examples of the uses abound, however. One example is the ability to track data on polio outbreaks in Nebraska, which is reported in inconsistent ways. Sometimes information is in tables and other times it is buried in narrative accounts. A researcher for a law firm recently used the documents to identify issues relating to water law. Another researcher was able to confirm the existence of early baseball teams at the State Penitentiary. A number of the early reports demonstrate that the Governor's speeches were translated into Czech. To expound further, state agencies will benefit from digital versions of their historic annual reports. Some do not have copies of older reports inhouse, and this project will make such documents easily accessible. The uses, as evident from these few examples, are varied and wide.

**3. Timeline for implementation.** The initial project, funded by the Nebraska Library Commission, will be completed by June 2006. We anticipate that the project funded by the Nebraska State Records Board will be completed by December 2006. Incrementally, implementation is expected to progress as follows:

Digitization services RFP developed for scanning and OCR by Walter and UNL Purchasing Dept. July/August 2005.

Decision made regarding successful bid in August 2005. Begin sending existing reels sent for digitization immediately.

Purchase of remaining reels from NYPL in late August/early Sept. 2005.

Ship remaining reels to digitization services provider in November 2005. (Assumes that NYPL will take around 60 days to create remaining reels).

Begin receiving digital files back from contractor in December 2005, and begin quality control checks and encoding of files.

Quality control checks and file encoding will continue throughout 2006.

**4. Agency contribution to project.** As noted above, the Nebraska Library Commission has provided seed monies for the project to both the Nebraska State

Historical Society and the University of Nebraska-Lincoln, totaling \$33,000. In addition, UNL agrees to host the online content, to develop metadata and a search interface as part of its Electronic Text Center responsibilities, and to sustain the digitized content. The University of Nebraska at Omaha is leading efforts to identify public documents that may have been missed during New York Public Library's microfilming efforts to ensure that there are no gaps in state holdings. In the event paper materials are found that supplement the microfilm, a preservation microfilming project will be planned.

5. **Has this project ever been submitted as a budget request.** No.

6. **Does the project require additional statutory authority.** No.

7. **Why is grant money needed for the project, and if applicable, how will the service be sustained once the grant money is expended?** The cost of providing online access to the *Nebraska Public Documents* is significant, but worthwhile. UNL commits to sustain the online text for the long-term as described later in this proposal.

8. **Please describe how this project will enhance the delivery of state agency services or access to those services.** Citizens of the state cannot now easily access information found in the *Nebraska Public Documents*. Information used by citizens ranges from genealogical evidence to significant longitudinal data on issues pertinent to the State of Nebraska. By digitizing the microfilm, creating a digital site for the data, developing a user-friendly interface with a sophisticated XML searching capability, and developing a migration plan for sustaining the data long-term, the project will provide significant access to the public—both in Nebraska and around the world.

9. **Please describe how this project will**

- **Improve the efficiency of agency operations:** Access to a digital version of the *Nebraska Public Documents* will help the Nebraska Library Commission, the Nebraska State Historical Society, and the University of Nebraska system provide reference services to citizens. None of our agencies currently has a complete run of the documents, and so providing reference is difficult at best. In addition, the fact that the set is not indexed creates significant difficulties in tracking needed information.

- **Facilitate collaboration among state agencies:** Two state agencies are among the group collaborating on the project. As noted, the Nebraska Library Commission has pledged funds for the Nebraska State Historical Society to purchase the preservation microfilm for digitization, and the Nebraska State Historical Society has agreed to loan the film to the University of Nebraska-Lincoln for digitization.

- **Facilitate collaboration between state agencies and other public institutions:** The Nebraska Library Commission, the Nebraska State Historical

Society, and the University of Nebraska at Omaha have taken this opportunity to begin an inventory to determine which institutions hold various years of the set and how complete the sets are. So far, it is clear that no institution holds all of the set. The University of Nebraska-Lincoln does not own the set at all, but is able to contribute thanks to its significant investment in digital scholarship. The UNL Libraries already owns XML search engine software, has the ability to store large amounts of online data, and has committed to long-term digital storage of the *Nebraska Public Documents*.

- **Support public/private partnerships in the delivery of public services:**  
Not applicable.

### **III. Technical information**

1. **Describe the hardware, software, and communications needed for this project and explain why these choices were made.** UNL Libraries has the server storage capacity, XML search engine software, and the staff to maintain the data digitally for the long-term. The digitization of the microfilm will be outsourced to a reliable vendor, such as Crowley Micrographics, First BPO, Heritage Microfilms, or OCLC Digital and Preservation Services, based on the University's state bid process. Once the data files are received, the UNL Libraries' Electronic Text Center staff will ensure that the files are complete; develop a web site for presentation of the data; work with other UNL Libraries' departments to prepare the data for searching; and will maintain the data on a fast server and associated software for searching and data manipulation, such as a SunFire V240, Tamino 4.211, Apache 2.054 (64-bit), Tomcat 4.1.3; and/or a SunFire 880, Tamino 4.2.11, Apache 2.043 (64-bit for Tamino) and Apache 2.050 (32-bit), Tomcat 4.1.3, PHP 4.3.7, my SQL 4.0.2.

2. **Address any technical issues with the proposed technology, including:**

**Conformity with generally accepted industry standards. Project which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.** The University of Nebraska-Lincoln Libraries will bid for the digitization services, following the Research Libraries Group's (RLG's) *Guidelines and Tools* developed in concert with the Digital Library Federation, and the *NINCH Guide to Good Practice in the Digital Representation and Management of Cultural Resources and Management of Cultural Heritage Materials*. See [http://www.rlg.org/en/page.php?Page\\_ID=555](http://www.rlg.org/en/page.php?Page_ID=555) and <http://www.ninch.org/programs/practice>. These are in compliance with State of Nebraska guidelines.

The set will be cataloged on OCLC using MARC or Dublin Core records, and the documents will be marked up in eXtensible Markup Language (XML) to permit sophisticated searching. Documents will be presented on the web using XSLT stylesheets. For examples of similar sites, see the UNL Libraries Electronic Text Center pages at <http://etc.unl.edu>. See the section on Digital Projects.

**Compatibility with existing institutional and/or statewide infrastructure.** The digital product will meet international standards. By following standards, and by encoding data in eXtensible Markup Language (XML), we will be contributing to the development of a state digital library that can be used through any state agency, public library, or internet connection in citizens' homes or businesses.

**Reliability, security, and scalability (future needs for growth or adaptation).** The data will be presented in a non-proprietary format. UNL Libraries regularly backs up its data, and performs security checks. Sites created in the UNL Libraries are scalable to ensure that any future needs are anticipated.

3. **Describe how technical support will be provided.** The University Libraries' Electronic Text Center and Computing Operations & Research Services (CORS) will collaborate to provide technical support. The Electronic Text Center is responsible for creation of the public interface, for creating and/or correcting metadata, for specifying file naming conventions, and for working with UNL Purchasing Dept. on creation of the bid document. CORS will be responsible for data storage, back-up, and for developing the search engine using existing Tamino software.

#### **IV. CONTACT INFORMATION, SIGNATURE**

**Contact person for any questions regarding this application:** Katherine L. Walter, Chair, Digital Initiatives & Special Collections (DISC), University of Nebraska-Lincoln, 29 Love Library, Lincoln, NE 68588-4100  
**Phone #:** (402) 472-3939 **Email:** kwalter1@unl.edu

Signed this 17<sup>th</sup> day of May, 2005

Agency Director *N. O. Braaten*  
Norman O. Braaten, Director, Pre-Award Development.  
Please return to:

State Records Board  
Suite 2300, State Capitol  
PO Box 94608  
Lincoln, NE 68509-4608

# Nebraska Information Technology Commission

## --Technical Panel Charter--

(Last Revised: June 7, 2004)

### 1. Introduction

The Technical Panel was created by LB 924 in 1998 as an advisory body to the Nebraska Information Technology Commission (hereafter referred to as "Commission").

### 2. Purpose

The purpose of this charter is to provide operational guidance to the Technical Panel members, clarify its relationship to the Commission, and to provide general information to all who read the proceedings and recommendations of the Technical Panel.

### 3. Authority

The Technical Panel of the Nebraska Information Technology Commission is codified at Neb. Rev. Stat. § 86-521. Section 86-521(2) provides:

The technical panel shall review any technology project or request for additional funding recommended to the Nebraska Information Technology Commission including any recommendations by working groups established under sections 86-512 to 86-524. Upon the conclusion of the review of a technology project or request for additional funding, the technical panel shall provide its analysis to the commission. The technical panel may recommend technical standards and guidelines to be considered for adoption by the commission.

### 4. Commission Mission and Responsibilities (NEB. REV. STAT. § 86-516)

#### 4.1 Commission Mission

"The mission of the Nebraska Information Technology Commission is to make the State of Nebraska's investment in information technology infrastructure more accessible and responsive to the needs of its citizens regardless of location while making government, education, health care and other services more efficient and cost effective." <http://www.nitc.state.ne.us/>

#### 4.2 Commission Responsibilities:

4.2.1 Adopt policies and procedures used to develop, review, and annually update

a statewide technology plan;

4.2.2 Create a technology information clearinghouse to identify and share best practices and new developments, as well as identify existing problems and deficiencies;

4.2.3 Review and adopt policies to provide incentives for investments in information technology infrastructure services;

4.2.4 Determine a broad strategy and objectives for developing and sustaining information technology development in Nebraska, including long-range funding strategies, research and development investment, support and maintenance requirements, and system usage and assessment guidelines;

4.2.5 Adopt guidelines regarding project planning and management, information sharing, and administrative and technical review procedures involving state owned or state supported technology and infrastructure. Governmental entities, state agencies, and political subdivisions shall submit projects that directly utilize state appropriated funds for information technology purposes to the process established by NEB. REV. STAT. §§ 86-512 to 86-524. Governmental entities and political subdivisions may submit other projects involving information technology to the Commission for comment, review, and recommendations;

4.2.6 Adopt minimum technical standards, guidelines, and architectures upon recommendation by the technical panel;

4.2.7 Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies;

4.2.8 Make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested;

4.2.9 Approve grants from the Community Technology Fund and Government Technology Collaboration Fund; and

4.2.10 Adopt schedules and procedures for reporting needs, priorities, and recommended projects.

## **5. Technical Panel Mission and Responsibilities**

### **5.1 Technical Panel Mission**

The mission of the Technical Panel is to assist in the development of a statewide technical infrastructure that will be scalable, reliable, and efficient.

## **5.2 Technical Panel Responsibilities**

5.2.1 Assist the Commission in developing, reviewing, and updating the statewide technology plan;

5.2.2 Review any technology project or request for additional funding recommended to the Commission including any recommendations by working groups established by the Commission;

5.2.3 Recommend technical standards and guidelines to be considered for adoption by the Commission;

5.2.4 Review requests for funding from the Community Technology Fund, the Government Technology Collaboration Fund, and other requests for funding for technology projects as directed by the Commission; and

5.2.5 Such other responsibilities as directed by the Commission.

## **6. Membership**

### **6.1 Number of Members**

The Technical Panel may include but not be limited to seven members approved by the Commission.

### **6.2 Representation**

6.2.1 One representative from the Nebraska Educational Telecommunications Commission;

6.2.2 One representative from the Department of Administrative Services;

6.2.3 One representative from the University of Nebraska Computing Services Network;

6.2.4 State of Nebraska Chief Information Officer;

6.2.5 Executive Director of the Commission;

6.2.6 One member with expertise in assistive technology;

6.2.7 One member representing K-12 education; and

6.2.8 Other members as specified by the Commission.

### **6.3 Change in Membership**

If a change in membership becomes necessary due to resignation, removal, or change of job status, the agency represented is responsible for nominating or recommending the replacement member to the Technical Panel.

## **7. Meeting Procedures**

### **7.1 Chair(s)**

7.1.1 A Chair, elected by the members, will conduct the meetings of the Technical Panel, oversee the establishment, operation and dissolution of committees, propose meeting agendas, and maintain the general operations of the Panel.

7.1.2 The Chair of the Technical Panel will serve until January 1, 2001; with subsequent one-year elected terms expiring on January 1 of each year.

### **7.2 Quorum and Action Items**

An official quorum consists of at least 50% of the members or their alternates. No official voting business may be conducted without an official quorum. Issues shall be decided by a majority vote of the members present.

### **7.3 Designated Alternates and Non-voting Alternates**

Each member of the Technical Panel shall designate one (1) official alternate to be approved by the Commission. This official voting alternate shall be registered with the Office of the Chief Information Officer and NITC and, in the absence of the official member, have all the privileges as the official member on items of discussion and voting.

### **7.4 Meeting Frequency**

The Technical Panel shall meet not fewer than four times per year (quarterly).

### **7.5 Open Meeting Laws and Public Notice**

#### **7.5.1 Advance Notice**

The Technical Panel shall give reasonable advance publicized notice of the time, place, and agenda of each meeting through the use of its web page, <http://www.nitc.state.ne.us/>. The agenda will also be available for public inspection during normal business hours at the Office of the CIO-NITC, 521 S. 14<sup>th</sup>, Suite 301, Lincoln, Nebraska.

#### **7.5.2 Minutes and Voting**

The Technical Panel shall keep minutes of all meetings showing the time, place, members present and absent and the substance of all matters discussed. Any action taken on any question or motion duly moved and

seconded shall be by roll call vote of the Technical Panel in open session, and the record shall state how each member voted or if the member was absent or not voting. The roll call shall be called on a rotational basis. Minutes shall be written and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier.

Approved by the NITC on August 30, 1999. Amendments approved by the NITC on April 30, 2002.  
Statutory references revised June 7, 2004.